Print Form

Brede EXPOSITION SERVICES
Allied Convention Services Division 2502 Lake Orange Drive • Orlando, FL 32837 • 407-851-0261 Ph. • 407-859-3904 Fax

GAYLORD NATIONAL RESORT , NATIONAL HARBOR, MD
MAY 26 – 28, 2010

Dear Congress Exhibitor:

Brede Exposition Services / Allied Division is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your company's marketing program, and we want to do everything possible to make it profitable and rewarding for you. **(Once again you can order furniture, carpet, and other needs online through www.bredeallied.com.)**

Questions regarding the convention's policies, space assignments, housing, display limitations, sponsorship and event schedules should be directed to:

Yolanda Ramirez, CEM
American Payroll Association/American Accounts Payable Association
660 N Main Avenue Suite 100
San Antonio, TX 78205
Phone: (210) 226 - 4600 Fax: (210) 568 – 4078
yramirez@americanpayroll.org
http://www.americanpayroll.org/vendor-resources/

Questions regarding shipping, storage, labor, furniture and signs should be directed to:

Customer Service Department
Brede Exposition Services / Allied Division
2502 Lake Orange Dr.
Orlando, FL 32837
Phone: (407) 851 - 0261 Fax: (407) 859 – 3904
www.bredeallied.com (to access service kit) or info@bredeallied.com (for email)

Included in this service kit are order forms for various items you may require for your exhibit. (You can also choose to order online from www.bredeallied.com (Password: congress10). Forms may be printed and faxed to (407) 859-3904. To order on line simply follow the on screen directions. When you are finished click submit.

The Brede Exposition Services / Allied Division forms are to be returned to our office with payment. The service forms are to be returned to the specific contractor who is providing the service, along with payment. Please analyze and submit your order forms as early as possible.

To receive the discount prices, full payment must be included with your order. **All orders and full payment must be received by *May 12, 2010* and/or the deadline date shown on the specific form(s).** For orders received without payment, or after May 12, 2010, and orders placed at show site, add 30% to the advance price. Payment in full for services and equipment is required prior to the close of the show. For your convenience, we accept cash, company checks, Visa, MasterCard, American Express and Discover.

Brede EXPOSITION SERVICES
Allied Convention Services Division

Your booth rental includes 8' high blue, red and black back wall drapery with 36" high blue side dividers. Included in your booth will be one (1) standard 7" x 44" identification sign showing your company name and booth number. ***Please note: Hall is not carpeted, but the aisle carpet will be black.***

PLEASE NOTE: If using a non-official contractor to set-up and/or dismantle your exhibit, the "REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR" form along with the Certificate of Insurance naming Brede Exposition Services/Allied Division as an additional insured, must be received by April 26, 2010. Otherwise labor will have to be hired from Brede/Allied by the non-official contractor in order for them to supervise your exhibit. These stipulations are strictly enforced to protect you, show management and Brede/Allied.

Materials shipped in advance should be sent directly to Brede Exposition Services and addressed exactly as shown in the example below.

Exhibit Company & Booth Number
28th Annual Congress
C/O Brede Exposition Services
C/O YRC
7600 Preston Dr
Landover, MD 20785

Do not ship exhibit materials directly to the Gaylord National Resort to arrive prior to Monday, May 24, 2010**,** as they do not have the facilities for receiving and storing advance exhibit materials. Your shipment will be refused prior to that date.

All shipments must be prepaid - no collect shipments will be accepted.

The schedule for the exhibition area installation, show hours, and dismantling are:

EXHIBITOR SET UP:

Monday, May 24	Appointment Only – Contact Yolanda Ramirez for more info.
Tuesday, May 25	8:00 am – 6:00 pm
Wednesday, May 26	8:00 am – 1:00 pm

SHOW HOURS:

Wednesday, May 26	4:00 pm – 7:15 pm
Thursday, May 27	11:45 am – 7:30 pm
Friday, May 28	10:00 am – 12:00 noon

DISMANTLE:

Friday, May 28	12:00 noon – 7:00 pm
Saturday, May 29	8:00 am – 12:00 noon

- Freight without shipping instructions will be re-routed to the house carrier at **12:00 noon on Saturday, May 29, 2010.**

Thank you,
Brede/Allied

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CREDIT CARD AUTHORIZATION, PAYMENT & RECAP OF ORDERS

THIS FORM ALONG WITH YOUR ORDER & CHECK AND CREDIT CARD INFORMATION FOR PAYMENT MUST BE RETURNED TO BREDE/ALLIED CONVENTION SERVICES AT THE ADDRESS ABOVE. A CREDIT CARD ON FILE IS REQUIRED WHEN USING BREDE/ALLIED CONVENTION SERVICES. ORDERS RECEIVED WITHOUT PAYMENT AND CREDIT CARD AUTHORIZATION WILL NOT BE PROCESSED.

- To receive discount pricing, order forms and full payment must be received by the deadline date on each form. Purchase Orders are not considered advance payment. Payment may be made by company check or credit card authorization. There will be a $35.00 minimum service charge for handling returned payments - checks or credit cards.
- Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon presentation of the invoice. All adjustments must be made at show site. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**
- *All accounts must be settled at the Brede Exposition Services/Allied Division service desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization below is signed.* ***It is the responsibility of your show site representative to review the Statement of Account prior to the close of the show, as no adjustments will be made after the close of the show.***
- The exhibiting firm is primarily responsible for payment of all charges.
- **INTERNATIONAL EXHIBITORS:** We require 100% pre-payment of advance orders. Payment must be rendered by cash, check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard, or Visa credit cards.
- Wire transfers available - contact Customer Service department.

If you have any questions regarding payment procedures, please contact Brede Exposition Services/Allied Division Customer Service Department (407) 851-0261.

PLEASE COMPUTE YOUR ORDERS-INCLUDING APPLICABLE DISCOUNT & SALES TAX

Furniture	$_____
Carpet	$_____
Custom Rental Exhibits	$_____
Signs	$_____
Labor	$_____
Cleaning & Porter Service	$_____
Estimated Material Handling Charges	$_____
Other Brede Exposition Services:_____	$_____
ESTIMATED TOTAL	$_____

NOTE: RENTAL ITEMS NOT ORDERED, YET FOUND IN BOOTHS, ARE INVOICED AT "STANDARD-FLOOR" PRICING.

IF PAYING BY CHECK, PLEASE COMPLETE THE FOLLOWING:

Your check number _____ Date_____ In the amount of $_____

CREDIT CARD INFORMATION - CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:

We authorize Brede/Allied Convention Services to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined, Standard-Floor pricing prevails and a $35.00 service charge will be added.

Charge to:(check one) ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Expiration Date _____ Using MasterCard indicate the 4 numbers above your name here: _____

Account Number _____

I hereby authorize you to charge amounts incurred over and above the Estimated Total shown above for services rendered, and by signature below agree to Payment Policies as described.

Cardholders Name (please print or type)_____

Cardholders Address_____City_____ State_____Zip Code_____

Cardholders Signature_____

Event or Show**28th ANNUAL CONGRESS** Hall or Hotel**GAYLORD NATIONAL RESORT**

Company Name_____Telephone_____Fax_____

Address_____City, State, Zip_____

Authorized By (Please print or type)_____Booth #:_____

Brede EXPOSITION SERVICES
Allied Convention Services Division 2502 Lake Orange Drive • Orlando, FL 32837 • 407-851-0261 Ph. • 407-859-3904 Fax

FURNITURE ORDER FORM

CANCELLATION POLICY: Items canceled after delivery to booth will be subject to a 50% charge of original price. If colors are not specified, we reserve the right to choose same to expedite set up of the show.

Colors available for table drape (circle one) Gold Forest Green
Red Blue Teal White Grey Burgundy Black

QTY	SEATING	DISC. PRICE
_____	Padded Arm Chair	$80.00
_____	Padded Side Chair	$51.50
_____	Counter Stool w/Back	$85.00
_____	Custom Swivel Chair	$79.00

QTY.	ACCESSORIES	DISC. PRICE
_____	5 pocket Literature Rack	$79.00
_____	30” x 30” Pedestal Table	$163.00
_____	Wastebasket	$22.00
_____	Floor Easel	$76.00
_____	Bag Stand	$76.00
_____	Sign Stand 22”x28”	$52.50
_____	Tackboard	$158.00

Circle One: Vertical Horizontal

Colors Available (circle one) Black Teal Forest Green
Blue White Grey Burgundy Red Gold

QTY.	SPECIAL DRAPING	DISC. PRICE
_____	ft. of 8' drape per lineal ft.	$20.00
_____	ft. of 3' drape per lineal ft.	$17.00

QTY.	DRAPED DISPLAY TABLES - 30” HIGH	DISC. PRICE
_____	4'	$106.00
_____	6’	$120.00
_____	8'	$148.00
_____	For 42" height add	$38.00
_____	4th Side Table Draping - Add	$53.00

QTY.	UNDRAPED DISPLAY TABLES - 30" HIGH	DISC. PRICE
_____	4'	$63.00
_____	6'	$76.00
_____	8’	$95.00
_____	For 42" height add	$38.00

QTY.	DRAPED RISERS WHITE ONLY	DISC. PRICE
_____	4' one step	$58.00
_____	6’ one step	$70.50

TOTAL OF ITEMS ORDERED $_____

6% SALES TAX $_____

BALANCE DUE $_____

IMPORTANT: TO OBTAIN THE ADVANCE PRICE, YOUR FULL PAYMENT MUST BE RECEIVED BY**: MAY 12, 2010.**

FOR ORDERS RECEIVED WITHOUT PAYMENT, ORDERS RECEIVED AFTER MAY 12, 2010, AND ORDERS PLACED AT SHOW SITE, ***ADD 30% TO ALL PRICES.***

ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE

EVENT OR SHOW **28TH ANNUAL CONGRESS** HALL OR HOTEL **GAYLORD NATIONAL RESORT**

COMPANY NAME _____ BOOTH # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE # _____ AUTHORIZED BY *(please print or type)* _____

SIGNATURE _____ TITLE _____

All charges for rental items include delivery to booth, installation-when specified, and removal at close of show. A finance charge of 1 1/2 % per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.

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CARPET ORDER FORM

CANCELLATION POLICY: Items canceled after delivery to booth will be subject to a 50% charge of original price. If color is not specified, we reserve the right to choose same to expedite set-up of show.

STANDARD CARPET

QTY	SIZE	ADV. PRICE	AMOUNT
_____	10'X10'	150.00	$_____
_____	10'X20'	300.00	$_____
_____	10'X30'	450.00	$_____
_____	10'X40'	600.00	$_____

* RENTAL PRICE INCLUDES INSTALLATION AND TAPE.
* STANDARD SIZE CARPET WILL NOT BE CUT OR TRIMMED TO FIT BOOTH SPACE.

STANDARD CARPET - CUT AND FITTED TO BOOTH SPACE

* RENTAL PRICE INCLUDES LAYING, TAPE, AND VISQUEEN.
* RENTAL PRICES ARE QUOTED PER SQUARE FOOT -- TO FIGURE TOTAL SQUARE FEET, MULTIPLY LENGTH X WIDTH = TOTAL SQUARE FEET.

_____ SQ. FT. X $3.75 = $_____
(QTY) (ADV. PRICE)

CARPET PADDING

_____ SQ. FT. X $1.30 = $_____
(QTY) (ADV. PRICE)

VISQUEEN

_____ SQ. FT. X $.80 = $_____
(QTY) (ADV. PRICE)

COLOR SELECTION

*** EXACT MATCH CANNOT BE GUARANTEED FOR MULTIPLE ORDER**
* CIRCLE CARPET COLOR BELOW:

BLUE BLACK RED FOREST GREEN BURGUNDY GREY TEAL PLUM

TOTAL OF ITEMS ORDERED $_____

6% SALES TAX $_____

BALANCE DUE $_____

IMPORTANT: TO OBTAIN THE ADVANCE PRICE, YOUR FULL PAYMENT MUST BE RECEIVED BY**: MAY 12, 2010.**

FOR ORDERS RECEIVED WITHOUT PAYMENT, ORDERS RECEIVED AFTER MAY 12, 2010, AND ORDERS PLACED AT SHOW SITE, ***ADD 30% TO ALL PRICES.***

ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE

EVENT OR SHOW **28TH ANNUAL CONGRESS** HALL OR HOTEL **GAYLORD NATIONAL RESORT**

COMPANY NAME_____ BOOTH #_____

ADDRESS_____ CITY_____ STATE_____ ZIP_____

TELEPHONE #_____ AUTHORIZED BY *(please print or type)*_____

SIGNATURE_____ TITLE_____

All charges for rental items include delivery to booth, installation-when specified, and removal at close of show. A finance charge of 1-1/2% per month (18% per annum) will be added to all charges not paid within (10) days of invoice date.

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CUSTOM CARPET ORDER FORM

DELUXE plush carpet is available on a rental basis. All prices quoted for rental include installation, poly covering for protection and removal.

An upgraded 28 oz. carpet is available in 12 colors. Swatches will be sent to you upon request. **Minimum order for premium carpet is 20' x 20' (400 square feet).**

AVAILABLE COLORS

Navy	Light Grey	
Teal	Purple	COLOR DESIRED:_____
Light Beige	Black	BOOTH SIZE: _____' X _____' = _____ SQ. FT.
Forest Green	Red	
Mauve	White	**FULL PAYMENT MUST ACCOMPANY ORDER!**
Dark Beige	Burgundy	**PHONE ORDERS NOT ACCEPTED**

_____ RENTAL PRICE: $4.50 PER SQ. FT.

_____ CARPET PADDING: $1.30 PER SQ. FT.

ADD 6% SALES TAX **$**_____

TOTAL AMOUNT DUE **$**_____

Rental prices on all items are for duration of show. ORDERS **must be received by April 26, 2010.**

IMPORTANT - NO CREDITS WILL BE ISSUED AFTER THIS DATE!

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed.

ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE

EVENT OR SHOW **28TH ANNUAL CONGRESS** HALL OR HOTEL **GAYLORD NATIONAL RESORT**

EXHIBITOR_____ BOOTH NO._____

ADDRESS_____ PHONE _____

CITY_____ STATE_____ ZIP CODE _____

AUTHORIZED (please print)_____ TITLE_____

SIGNATURE_____

All charges for rental items include delivery to booth, installation-when specified, and removal at close of show. A finance charge of 1 1/2% per month (18%0 per annum) will be added to all charges not paid within 10 days of invoice date.

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CLEANING ORDER FORM

Vacuuming/sweeping of booths: emptying of wastebaskets is not included in your booth space rental. If you require these services, you must order them.

BOOTH CLEANING

_____Once Only Vacuuming of Booth (Prior to show opening) $ .65 per square foot

_____Daily vacuuming - including emptying wastebaskets $ .50 per square foot

SIZE OF BOOTH_____X_____ = _____SQ.FT.* X RATE:_____ X NO. OF DAYS:_____ = $_____

*** Minimum Charge: 100 Sq. Ft. Per Day**

Note: There will be an additional labor charge for cleaning carpets that are subjected to excessive wear- and -tear such as wood or metal shavings generated by demonstrations in the booth or food sampling.

PORTER SERVICE DURING SHOW:

Porter Service consists of an assigned person cleaning your booth during show hours.
The price is $45.00 per hour, straight time, 4 hour minimum.
Overtime hours will be charged @ $65.25 per hour.
Straight time rates apply 8:00am – 4:30pm, Monday – Friday.
All other hours weekdays, Saturday, Sunday & Holidays will be charged at overtime rates.

SPECIFY DAYS & HOURS _____

_____

Days required:_____ @ $_____ per day = $_____

All carpets ordered from us are installed clean for your use. However, you may want to order cleaning services for debris created during set-up.

Our exclusive cleaning contract for this show will not permit other service contractors to provide this service.

NO CREDIT WILL BE ISSUED AFTER THE CLOSE OF THE SHOW

Total All Items Ordered $_____
Amount of Payment $_____

ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE

EVENT OR SHOW **28TH ANNUAL CONGRESS** HALL OR HOTEL **GAYLORD NATIONAL RESORT**

COMPANY NAME_____ BOOTH # _____

ADDRESS_____ TELEPHONE #_____

CITY_____ STATE_____ ZIP CODE_____

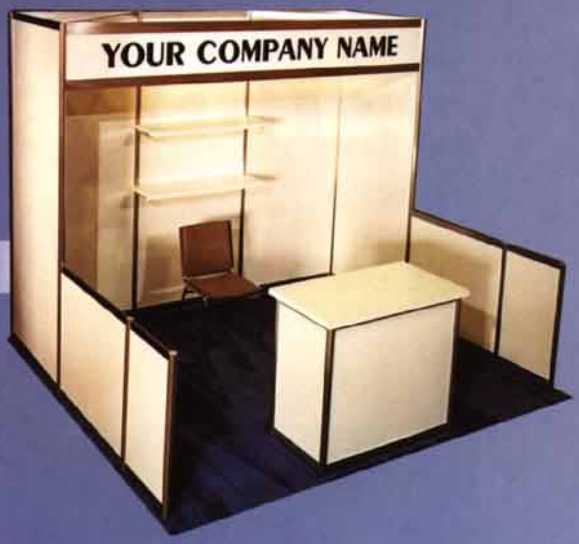
AUTHORIZED BY: (Please print or type)_____

SIGNATURE_____

All charges for rental items include delivery to booth, installation, when specified, and removal at close of show. A finance charge of 1-1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.

BRENTAL EXHIBITS DE

Plan A



Plan B

Plan C

Plan D

--- Plan A ---
10' N-Line
Hardwall Panels • Carpet
Side Chair (1) • Counter (1)
Shelves (2) • Header
Labor to Install and Dismantle

--- Plan B ---
20' N-Line
Hardwall Panels • Carpet
Side Chairs (2) • Counter (1)
Shelves (4) • Header
Labor to Install and Dismantle

--- Plan C ---
20' N-Line
Hardwall Panels
Upgraded Curved Returns
Upgraded Curved Header
Carpet • Side Chairs (2)
Counter (1) • Shelves (4)
Labor to Install and Dismantle

--- Plan D ---
20' X 20' Island
Hardwall Panels • Carpet
Counters (2) • Headers (4)
Labor to Install and Dismantle
(Floral not included)

Brede EXPOSITION SERVICES

Brede Custom Exhibits

From the simple to the elaborate, Brede transforms empty booth space into a custom tailored exhibit.

Built to exact specifications, each custom exhibit is:

- Unique
- Affordable
- Practical
- Original
- Versatile
- Impressive
- Functional
- Attractive
- Productive
- Inviting

Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With a century of service, Brede continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Brede offers the perfect solution.

Call our experienced professionals for an innovative and customized approach.

Custom \'kəs-təm\adj **1:** made or performed according to personal order **2:** specializing in custom work or operation

Brede EXPOSITION SERVICES

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CUSTOM RENTAL ORDER FORM

	QTY.	DISCOUNT PRICE	TOTAL
Hardwall Panels			
Plan A ~ 10' exhibit	_____	$ 2,535.25	$_____
Plan B ~ 20' exhibit	_____	$ 4,842.75	$_____
Plan C ~ 20' exhibit	_____	$ 5,526.50	$_____
Plan D ~ 20' x 20' exhibit	_____	$ 9,942.00	$_____

RENTAL INCLUDES:

- Hardwall Panels ~ Choice of color (circle one): Grey White
- Standard Expo Carpeting ~ Choice of color (circle one): *Black Blue Burgundy Forest Green Grey Red Teal*
- Standard Counter ~ 42.5" x 23.5"x 37"
- Header ~ One line with black block letters COPY:_____
  (logos, color or special lettering available at an additional cost – call for quote)
- Labor to install and dismantle exhibit
- Material handling for rental exhibit where Brede/Allied is the official show contractor

ADDITIONAL OPTIONS	QTY.		DISCOUNT PRICE		TOTAL
• Standard Counter	_____	@	$341.75 ea	=	$_____
• Adjustable Shelves	_____	@	$ 59.00 ea	=	$_____
• Spot Lights (for use with rental unit only)	_____	@	$ 53.00 ea	=	$_____
• Velcro Compatible Panel	_____	@	$137.00 ea	=	$_____

Additional booth furnishings can be found throughout this service kit. Look for upgraded carpet, carpet pad, graphics, couches, chairs, etc…

Rental exhibits and panel colors are subject to availability. Please order early to assure colors and units desired.

☐ **Custom Exhibit Design:** Indicate here if you are interested in creating a custom designed exhibit.

PLEASE NOTE: *Electricity is NOT included with rental.*

Basic Option Package	$_____
Additional Options	$_____
6% Sales Tax	$_____
Total	$_____

Your order must be received by **April 26, 2010.**
Orders received after this date add 30% to prices.
FULL PAYMENT MUST ACCOMPANY ORDER - 100% CANCELLATION CHARGE

EVENT OR SHOW **28TH ANNUAL CONGRESS** HALL OR HOTEL **GAYLORD NATIONAL RESORT**

COMPANY NAME_____ BOOTH #_____

ADDRESS_____ CITY_____ STATE_____ ZIP_____

TELEPHONE ( )_____ FAX ( )_____

AUTHORIZED BY (please print or type)_____

SIGNATURE_____ TITLE_____

All charges for rental items include delivery to booth, installation, when specified, and removal at close of show. A finance charge of 1-1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.

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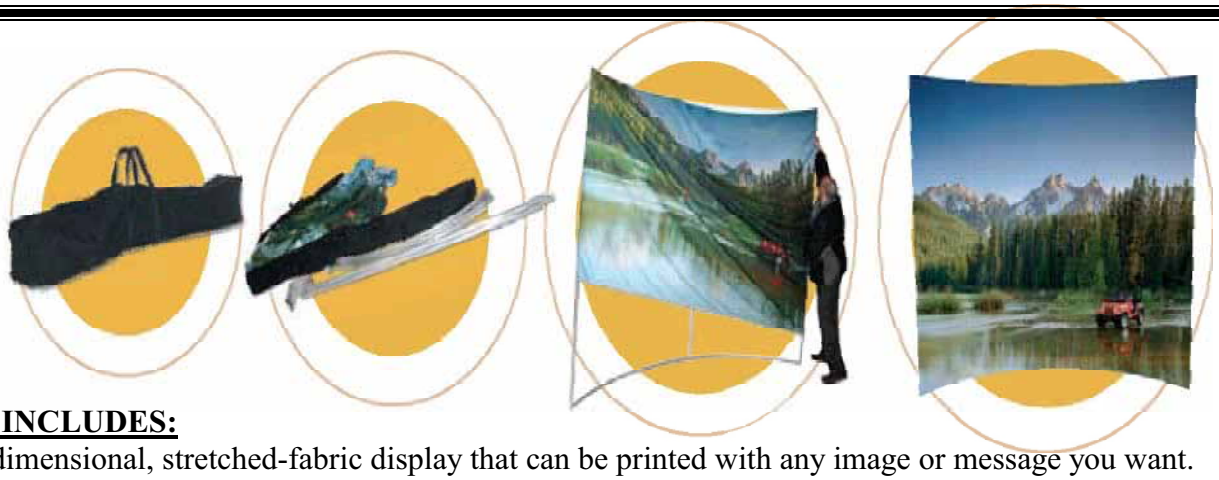
PORTABLE DISPLAY RENTAL ORDER FORM



RENTAL INCLUDES:

- Multi-dimensional, stretched-fabric display that can be printed with any image or message you want.
- Setup and Dismantle of unit.

SIZES AVAILABLE:

❖ 10' Unit 8' tall x 9'6 wide with a 7 degree radius	**Price $ 1,600.00**	**Item# FBW1**
❖ 20' Unit 8' tall x 19'6 wide with a 16 degree radius	**Price $ 3,200.00**	**Item# FBW2**

ARTWORK REQUIREMENTS

Please forward your artwork via zip disc, CD or email in the following formats: Illustrator (.ai) or Photoshop (.psd), .eps, .tif, .jpeg, or Acrobat (.pdf) at 300 dpi resolution or higher.

Our wide variety of additional booth accessories are available to complete your booth display.
Please contact our Custom Rental Department for package pricing information.
This unit is also available for purchase, so that you may take it from show to show.
Contact us for pricing information.

Item #_____ $_____
6% Sales Tax $_____
Total $_____

Your order must be received by **April 26, 2010 .** Orders received after this date add 30%.
FULL PAYMENT MUST ACCOMPANY ORDER - 100% CANCELLATION CHARGE

EVENT OR SHOW **28TH ANNUAL CONGRESS** HALL OR HOTEL **GAYLORD NATIONAL RESORT**

COMPANY NAME_____ BOOTH #_____

ADDRESS_____ CITY_____ STATE_____ ZIP_____

TELEPHONE #_____ AUTHORIZED BY *(please print or type)*_____

SIGNATURE_____ TITLE_____

All charges for rental items include delivery to booth, installation, when specified, and removal at close of show. A finance charge of 1-1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.

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SIGN ORDER FORM_____

When ordering signs, please provide the following information:

A. Size
B. Exact copy, as you wish it to appear
C. Indicate vertical or horizontal
D. See additional options below

PRICES LISTED BELOW ARE FOR ONE COLOR COPY ON WHITE SHOW CARD:

	Advance Price	Quantity	Horizontal	Vertical	Color	Easelback	Total
7" x 11"	$75.00						
7" x 44"	$82.50						
11" x 14"	$89.50						
14" x 22"	$132.50						
22" x 28"	$121.00						
28" x 44"	$200.00						

TOTAL ALL ITEMS: $_____ + 6% SALES TAX $_____ = BALANCE DUE $_____

IMPORTANT: TO OBTAIN THE **ADVANCE PRICE,** YOUR ORDER AND FULL PAYMENT MUST BE RECEIVED **BY MAY 12, 2010.**

1. **Over 10 words, add $2.50 per word.**
2. **There will be an additional charge for reproduction of emblems, logos, trademarks, etc. to be determined on order. Advance quotes will be submitted upon request.**
3. **Banners, foamcore signs, etc., must be submitted for a quote.**
4. **Easelback - add $10.00 per sign.**
5. **Signs ordered after May 12, 2010 and on Saturday, Sunday, and Holidays will be billed at double the above rates.**
6. **Colored showcard – 13.00 per sign.**
7. **Change in color of copy – 18.00 per change.**
8. **Items canceled after delivery to booth will be subject to a 100% charge of original price.**

SIGN COPY AS FOLLOWS: (Attach additional sheet if necessary)

ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE

EVENT OR SHOW **28TH ANNUAL CONGRESS** HALL OR HOTEL **GAYLORD NATIONAL RESORT**

COMPANY NAME _____ BOOTH # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE # _____ FAX # _____

AUTHORIZED BY (*please print or type*) _____

SIGNATURE _____ TITLE _____

All charges for rental items include delivery to booth, installation -- when specified, and removal at close of show. A finance charge of 1-1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.

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WASHINGTON D.C. UNION REGULATIONS

Trade shows, conventions, and special events in Washington D.C. and vicinity are governed by local union contracts.

In an effort to help you plan your exhibition of display and product materials we have provided the following information.

Carpenters Local Union 491

Carpenters Local Union 491 claims jurisdiction over all installation and dismantling of exhibits and displays including banners, signs, laying of floor coverings and the operation of all power tools etc. with the following exceptions.

Exhibiting companies occupying 100 square ft. (10' x 10') or less of exhibit space are allowed up to two (2) full time exhibiting company employees, one (1) hour to erect and one (1) hour to dismantle their exhibit without union labor. Once this time allocation has been met, the exhibitor must hire union labor from the official contractor to complete their installation and/or dismantle.

Exhibitors may place their product(s) within their exhibit booth without the use of union labor.

Teamsters Union Local 639

Teamsters Local 639 claims jurisdiction over all unloading and reloading of freight, exhibit materials, product, and empty containers and related equipment. They also have jurisdiction over all material handling equipment including but not limited to forklifts, towmotors, dollies, pallet jacks etc.

An exhibitor may hand carry in one trip any material that does not require the use of wheels or other material moving devices.

Tipping

Union personnel are highly paid individuals. Brede/Allied Convention Services discourages gratuities and in many instances is a direct violation of the bargaining agreement for a union employee to accept a gratuity. Should any employee solicit a gratuity please bring this to the attention of Brede/Allied Convention Services immediately.

Brede EXPOSITION SERVICES
Allied Convention Services Division 2502 Lake Orange Drive • Orlando, FL 32837 • 407-851-0261 Ph. • 407-859-3904 Fax

LABOR ORDER FORM

- All labor is performed by trained & skilled personnel. To insure ample availability of labor, **Please order in advance**.
- Starting time can be guaranteed only when labor is ordered for 8:00 AM. Brede Exposition Services will attempt to provide labor at all other times, however, in some cases is may be impossible to have labor at an exact given time.
- **Labor will not be assigned until the exhibitor reports to the service/labor desk.**
- All labor is billed on a 1 man, 1 hour minimum. No shows will be billed at the minimum per man rate.
- **Labor orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per man ordered will be charged.**
- Labor & services ordered for an exhibitor by other contractors, must be authorized, in writing, prior to show set up by the exhibiting company. A certificate of insurance must also be presented to Brede Exposition Services/Allied Division prior to any other contractor beginning work on the show floor. Payment for labor & services is the responsibility of the exhibitor.

LABOR RATES: Straight Time: $78.00 per hr. Overtime: $117.00 per hr. Straight time rates apply 8:00 a.m. - 4:30 p.m., Monday - Friday. All other hours, weekdays, Saturday, Sunday & Holidays will be charged at overtime rates. Half hour increments will be charged following the first one (1) hour. **ADD 30% TO ALL LABOR ORDERED ON SITE.**

LABOR

	# of Men	Dates Required	Time	Approx. Hours
Install				
Dismantle				

FORKLIFT LABOR

	# of Men	Dates Required	Time	Approx. Hours
Install				
Dismantle				

SUPERVISION OF LABOR IS REQUIRED - PLEASE INDICATE YOUR CHOICE OF SERVICE

_____SERVICE A
- All work performed & supervised by Brede Exposition Services/Allied Div. personnel.
- Please send any necessary information, blue prints, photos, etc.
- Charge for supervisory service is 30% of total daily labor bill, with a $78.00 minimum charge.

_____SERVICE B
- Work performed by Brede Exposition Services/ Allied Div. personnel under the direct supervision of exhibitor or exhibitor's rep.
- **Please indicate:**

Exhibitor's (rep.) name_____
Contact phone #_____

Please Indicate:

___ Set-up plans attached ___ Self contained unit

___ Number of crates ___ Photo attached

___ Set-up plans in crate # _____

Other Services Available: (Please indicate)

___ Forklift labor: Up to a 5,000 pound lift with driver
$177.75 ST - $216.75 OT - 1 Hr Min

___ Rigging: Please contact Brede/Allied

___ Banding: $1.45 per ft. plus 1 Hr Labor

*If BES/ACS does **not** supervise setting the booth, we do not recommend dismantling supervision. If this is necessary however, we cannot accept responsibility for damage due to improper packing.*

ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW

EVENT OR SHOW **28TH ANNUAL CONGRESS** HALL OR HOTEL **GAYLORD NATIONAL RESORT**

COMPANY NAME_____ BOOTH NO_____

ADDRESS_____ CITY_____ STATE_____ ZIP_____

TELEPHONE NO:_____ FAX NO._____

AUTHORIZED BY_____ TITLE_____

SIGNATURE_____

All charges for rental items include delivery to booth, installation, when specified, and removal at close of show. A finance charge of 1-1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.

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ACCESSIBLE STORAGE INFORMATION

Accessible storage will be available to you at this show. You must sign up for the service at the Brede/Allied Convention Services desk and pick up your accessible storage labels. All freight received at the show will be delivered to your booth space first, and when properly labeled will be placed in accessible storage.

This is not a order form. This service must be ordered on site.

Please be aware, this is Accessible Storage, **NOT** Secured Storage.

NOTE: This is not Empty Storage. Accessible Storage is not necessarily the first items returned to your booth at the close of the show.

Rates are for SET UP, STORAGE SPACE PER DAY, AND EACH TIME ACCESSED, and are as follows:

SET UP:
One time set up charge of $125.00.

STORAGE RATES:
RATES ARE PER SQUARE FOOT INCREMENTS OR PORTION THEREOF PER DAY.

0	–	25 square feet	$125.00
26	–	50 square feet	$181.00
51	–	100 square feet	$239.00
101	–	150 square feet	$296.00
151	–	200 square feet	$353.00

ACCESS RATES:

There is a ½ hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

LABOR RATES:

Straight time: $78.00 hour Overtime: $117.00
Straight time rates apply 8:00 am – 4:30 pm, Monday – Friday
All other hours weekdays, Saturday, Sunday & Holidays will be charged at overtime rates.

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REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede Exposition Services/Allied Division, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede Exposition Services/Allied Division, in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Brede Exposition Services/Allied Division no later than **April 26, 2010.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the **Gaylord National Resort.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Brede Exposition Services/Allied Division with **Certificates of Insurance naming Brede Exposition Services/Allied Division and American Payroll Association/American Accounts Payable Association as additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least $1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Brede/Allied to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the certificate of insurance from the non-official contractor are not received by April 26, 2010, your non-official contractor will be allowed to supervise only. All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit.

PLEASE FAX OR MAIL YOUR COPIES TO BREDE/ALLIED

EVENT OR SHOW **28TH ANNUAL CONGRESS**

NAME OF EXHIBITING COMPANY _____ BOOTH NO: _____

CONTRACTING COMPANY _____

CONTRACTING COMPANY ADDRESS _____

CITY _____ STATE _____ ZIP _____

TEL NO: _____ FAX No: _____

ESTIMATED ARRIVAL AT SHOW _____ NO OF WORKERS _____

AUTHORIZED BY _____ TITLE _____

Brede EXPOSITION SERVICES
Allied Convention Services Division 2502 Lake Orange Drive • Orlando, FL 32837 • 407-851-0261 Ph. • 407-859-3904 Fax

MATERIAL HANDLING & SHIPPING INFORMATION

Brede Exposition Services/Allied Convention Services will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

For rates see the Material Handling Order Form.

ADVANCE SHIPMENTS TO BES/ACS WAREHOUSE - crates, cartons, fiber cases only**:**
Must arrive no later than Wednesday, May 12, 2010, to avoid late fees.

Rates include:
- ¥ Unloading crated materials. The warehouse cannot receive uncrated shipments.
- ¥ Storing at the warehouse for up to 30 days.
- ¥ Reloading onto trucks and delivery to the exhibit site.
- ¥ Unloading materials and delivery to your booth.
- ¥ Picking up, storing and returning empty shipping containers.
- ¥ Reloading equipment for return to your specified destination.

Make out the bill of lading and consign as follows:

(Name of Exhibiting Company & Booth Number)
27th Annual Congress
C/O Brede Exposition Services/Allied Convention Services
C/O YRC
7600 Preston Drive
Landover, MD 20785

DIRECT SHIPMENTS TO EXHIBIT SITE:
Must not arrive prior to Monday, May 24, 2010.

Rates include:
- ¥ Unloading materials and delivery to your booth.
- ¥ Picking up, storing and returning empty shipping containers.
- ¥ Reloading equipment for return to your specified destination.

Make out the bill of lading and consign as follows:

(Name of Exhibiting Company & Booth Number)
27th Annual Congress
C/O Brede Exposition Services/Allied Convention Services
C/O Gaylord National Resort
201 Waterfront Street
National Harbor, MD 20745

Read the "LIMITS OF LIABILITY & RESPONSIBILITY" form included in this service manual for extremely important information concerning shipping and Material Handling.

Please prepay all shipping charges. BES/ACS cannot accept or be responsible for collect shipments.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to BES/ACS and the name of your on-site representative.

Certified weight receipts are required for all shipments. BES/ACS will estimate weight for private vehicles without certified weight receipts.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each bill of lading.

All shipments must be consigned c/o Brede/Allied Convention Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Labor and equipment for unloading and loading are included in the Material Handling rates. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor with the "Labor" order form included in this service manual.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Shipping cartons will be picked up, stored and returned after the show if they are affixed with "Empty" labels by the exhibitor. These labels will be available at the BES/ACS service desk and are for **empty storage only.**

Shipping information, bills of lading and labels will be available at the BES/ACS service desk. *Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.*

More Shipping Information continued on other side

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MATERIAL HANDLING SERVICES

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove from booth for reloading onto outbound carriers. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt. A 200 lb. minimum charge will apply to all shipments. ALL RATES ARE ROUND TRIP.

CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS

		Per Cwt [100 lbs]	**Minimum Charge**
Includes shipments that can be unloaded at the dock with no additional handling required.	Warehouse Rate	$114.00	$228.00
	Show Site Rate	$114.00	$228.00

Shipment weight [round up to next 100 lbs] _____ / 100 X _____ per cwt = $_____ [Min. 200 lbs.]

CRATED SHIPMENTS REQUIRING SPECIAL HANDLING

		Per Cwt [100 lbs]	**Minimum Charge**
Includes shipments that are loaded and charged by cubic space, and/or packed in such a manner as to require additional handling [such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipment]. Also includes shipments received without documentation, such as **Federal Express** and **UPS.**	Warehouse Rate	$137.00	$274.00
	Show Site Rate	$137.00	$274.00

Shipment weight [round up to next 100 lbs] _____ / 100 X _____ per cwt = $_____ [Min. 200 lbs.]

UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS

		Per Cwt [100 lbs]	**Minimum Charge**
Includes shipments that are not in crates, cases or boxes and/or unskidded machinery without proper lifting bars or hooks.	Show Site Rate	$152.00	$304.00

Shipment weight [round up to next 100 lbs] _____ / 100 X _____ per cwt = $_____ [Min. 200 lbs.]

DELIVERY AFTER DEADLINE DATE

		Per Cwt [100 lbs]	**Minimum Charge**
Freight not received at warehouse prior to the deadline date [See Shipping Instructions & Material Handling information form] and any shipment received at show site after show opening will be charged in addition to the above rates.	Warehouse Rate	$23.00	$46.00
	Show Site Rate	$23.00	$46.00

Shipment weight [round up to next 100 lbs] _____ / 100 X _____ per cwt = $_____ [Min. 200 lbs.]

PLEASE REMIT WITH FORM - ESTIMATED CHARGES $_____

OUTBOUND SHIPMENTS: Prior arrangements for outbound shipments must be made at the Brede Exposition Services/Allied Division freight desk. **ALL ARRANGEMENTS FOR PICK UP OF FREIGHT, IF USING A CARRIER OTHER THAN THE OFFICIAL SHOW CARRIER, MUST BE MADE BY THE EXHIBITOR.** Brede Exposition Services/Allied Division will not be responsible for any delay of rush order shipments, which will be expedited to the best of our ability. It is the EXHIBITOR'S sole responsibility to label each piece of outbound freight and submit to Brede Exposition Services/Allied Division a completed bill of lading covering each outbound shipment after arrangements have been made for the pick up of same. All exhibit materials must be cleared from the exhibit area as specified by exhibit management. In any case, when the carrier selected and arranged for, by the exhibitor, fails to pick up any or all shipments prior to the designated time exhibit material must be removed, Brede Exposition Services/Allied Division will be authorized to reconsign the shipment(s) to another carrier at our discretion. Exhibitor material remaining after the move out period will be forwarded to the permanent address of the exhibitor, or his agent designated, freight collect. No liability will be assumed by Brede Exposition Services/Allied Division as a result of such rerouting or handling.

IMPORTANT: Before completing this form, please read the Limitations of Liability Form.

EVENT OR SHOW **28TH ANNUAL CONGRESS** HALL OR HOTEL **GAYLORD NATIONAL RESORT**

COMPANY NAME _____ BOOTH # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE ( ) _____ FAX ( ) _____

AUTHORIZED BY (please print or type) _____

SIGNATURE _____ TITLE _____

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- ***Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.***
- Remove all outdated shipping labels prior to shipment.
- All shipments should be made on a Brede Exposition Services/Allied Convention Services bill of lading. It is understood that all shipments are released to us at a value not to exceed 30¢ per pound with a maximum of $50.00 per article.
- Please forward copies of all bills of lading to Brede Exposition Services/Allied Convention Services. This will assist in the tracing of shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since no tracing can be done without these. Copies of these should also be given to your representative at the show.
- Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Any single piece, due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Brede at the exhibitor's expense. Please contact Brede Exposition Services/Allied Convention Services prior to shipping this type of shipment.
- Brede Exposition Services/Allied Convention Services will not be responsible for the count or content of material if left in the booth prior to Brede Exposition Services/Allied Convention Services taking physical count and possession in preparation to moving such material.
- All outbound shipments must be tendered with a Brede Exposition Services/Allied Convention Services bill of lading.
- Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies.
- Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by Brede Exposition Services/Allied Convention Services.
- Brede Exposition Services/Allied Convention Services assumes no responsibility for concealed damage.
- Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
- Brede Exposition Services/Allied Convention Services as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
- ***Any shipment not handled by Brede, but for which Brede is required to handle storage of the empty shipping containers, a charge of $25.00 per crate, case, box, or carton will be assessed.***
- The responsibility of Brede Exposition Services/Allied Convention Services with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.

IF THE CARRIER DESIGNATED AND ARRANGED FOR BY YOU FAILS TO PICK UP YOUR OUTBOUND FREIGHT PRIOR TO THE DESIGNATED TIME, WE WILL RE-ROUTE YOUR FREIGHT IN ORDER TO CLEAR THE EXHIBIT HALL. SO THAT WE MAY RE-ROUTE YOUR FREIGHT TO MOVE BY THE PROPER MEANS OF TRANSPORTATION, PLEASE FILL IN THE INFORMATION BELOW.

Ship to:_____

Street Address_____ City/State/Zip Code_____

Type of Carrier ☐ Air ☐ Motor Freight ☐ Van Lines

ADDITIONAL SERVICES AVAILABLE

- SHRINK WRAP: ONE HOUR MIN. LABOR CHARGE AND 45¢ PER FT. SHRINK WRAP
- METAL BANDING: 1 HOUR MINIMUM LABOR CHARGE AND $1.45 PER FT. BANDING MATERIAL

EVENT OR SHOW **28TH ANNUAL CONGRESS** HALL OR HOTEL **GAYLORD NATIONAL RESORT**

COMPANY NAME_____ BOOTH #_____

ADDRESS_____ CITY_____ STATE_____ ZIP_____

TELEPHONE ( )_____ FAX ( )_____

AUTHORIZED BY (please print or type)_____

Brede EXPOSITION SERVICES
Allied Convention Services Division 2502 Lake Orange Drive • Orlando, FL 32837 • 407-851-0261 Ph. • 407-859-3904 Fax

LIMITS OF LIABILITY

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Brede/Allied Convention Services and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED: OR
EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH BREDE/ALLIED IS THE OFFICIAL SHOW CONTRACTOR, OR
AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH BREDE/ALLIED.

1. It is understood that BES/ACS and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by BES/ACS hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that BES/ACS and its subcontractors do not provide for full liability should loss or damage occur.

2. BES/ACS and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage. BES/ACS and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

3. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by BES/ACS or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), Exhibitor recognizes there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. All bills of lading covering outgoing shipment(s) submitted to BES/ACS or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

4. BES/ACS shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any other cause beyond its controls.

5. BES/ACS shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.

6. It is agreed that if BES/ACS or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to $ .30 per pound per article, with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by BES/ACS, its subcontractors or their employees.

7. BES/ACS shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.

8. BES/ACS and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts of freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures. Such shipments will be delivered to booth without guarantee of piece count or condition.

9. Empty container labels will be available at the Service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for ***empty storage only,*** and BES/ACS and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.

10. In order to expedite removal of materials from the show site, BES/ACS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by BES/ACS at show site. BES/ACS assumes no liability as a result of such re-routing or handling.